



Career Opportunity

June 3, 2022

**PROCUREMENT OFFICER
(Procurement Officer II)
Pay Band 5**

Position #00069

Location:

**2801 Kensington Ave
Richmond, VA 23221**

Maximum Hiring Range

Negotiable to \$70,000

Position Description

Are you seeking a challenging opportunity with a great working culture and desirable location? If so, the Department of Historic Resources (DHR), located in the museum district, has a position just for you. We offer telework/flex schedules and a learning environment that allows individuals to thrive in their careers. This position offers a career opportunity for an individual with solid accounting and procurement knowledge, who has demonstrated success in managing priorities in a fast-paced environment. Duties: manage the entire agency's procurement of goods, supplies, equipment and services and ensure compliance with state, federal and agency procurement rules, regulations, and reporting including using electronic purchasing (eVA); develop reliable sources for goods and services; prepare requests for proposals and award contracts; use the small purchasing charge card and meet related compliance; perform required reporting for applicable areas of procurement and fiscal, including but not limited to eVA Dashboard, SPCC, and SWaM; verify proper coding of agency purchase orders and assist with budget monitoring and accounts payable reconciliation; provide budgetary and procurement guidance to agency staff; coordinate agency surplus property; and maintain proper entries in the DOA Lease Accounting System. The selected individual will have the responsibility for meeting all established procurement objectives and providing back-up assistance in other areas of the Fiscal Division as needed.

Qualifications Guide

Substantial knowledge of state and or governmental procurement policies and procedures required. Knowledge of Virginia Public Procurement Act (VPPA), Virginia Agency Procurement and Surplus Property Manual (APSPM), eVA, and related accounting experience. To be successful in this position, the selected candidate must have a **VCO certification**. The successful applicant will exemplify a solid knowledge of and experience with the DOA Small Purchase Charge Card Program; eVA Quick Quote; writing IFB's and RFPs; and reviewing and drafting vendor contracts. Proven purchasing experience compliant with DPS Agency Procurement Surplus Property Manual and the Virginia Public Procurement Act also necessary. Bank of America online bank reconciliation experience necessary. Experienced in the role of Program Administrator for the SPCC charge card program necessary. Demonstrated ability to research, interpret and apply policies to reach accurate conclusions; attention to detail and accuracy; and excellent problem-solving and decision-making skills a must. The desired applicant will display the ability to set priorities, effectively organize work, work independently, manage multiple tasks and activities while meeting deadlines, and work as part of the Fiscal Team. Working knowledge of Cardinal helpful, advanced Excel skills and prior web-based computer experience highly desirable. Knowledge of Generally Accepted Accounting Practices (GAAP) is preferred. Auditing experience is also preferred. Graduation from an accredited college/university with major course work in business, accounting, auditing or related field preferred. A combination of experience and training may be substituted for education. Teleworking may be possible; approval is at the discretion of the supervisor. The selected candidate will be required to complete a criminal background check to include credit and to file a State and Local Statement of Economic Interests as a condition of employment. A valid driver license is required.

Application Requirements

To be considered for this position a completed state application must be received through the on-line employment system by FRIDAY, June 17, 2022 at <http://jobs.virginia.gov/>

EOE

DHR is an equal opportunity employer who values diversity in the workforce. Women, Minorities, Veterans and people with disabilities are encouraged to apply. Requests for reasonable accommodations will be provided to applicants in order to provide access to the application and/or interview process.